

Dodgeville Housing Authority (DHA) Minutes, July 21, 2021

Present in person: Commissioners Jeff Grayson, Tom DeVoss, Gretta Stilson and John Ziehr.
Present via Zoom: Commissioner Terry Edwards and representing Allegiant Property Management, Cindy Knutson. Commissioners excused: Jeff Thomas.

Chairman Edwards called the meeting to order at 10:02 a.m. and thanked Commissioner Jeff Grayson for ensuring the Zoom set-up was functional at City Hall. Tom DeVoss made the motion, John Ziehr second, to approve the Certification of Public Notice and Agenda. Motion passed unanimously.

Terry Edwards presented the minutes from the June 16, 2021 meeting. John Ziehr made the motion, Gretta Stilson second, to approve the minutes as presented. Motion passed unanimously.

Cindy Knutson presented the financial report for June, 2021. Jeff Grayson made the motion, Tom DeVoss second, to approve the report as presented. Motion passed unanimously.

The following was reviewed under New Business:

- Cindy Knutson provided the Section 8 program update. DHA currently has 55 lease-ups, down two from the time of review at last month's board meeting. Five clients currently have vouchers and are looking for units. There are six clients on the waiting list.
- Jeff Grayson reviewed with the board the term expiration dates of current commissioners. The expiration dates of the current commissioners are as follows: Ziehr – 2022, DeVoss – 2022, Thomas – 2023, Grayson – 2024, Edwards – 2025, Stilson – 2026.
- John Ziehr made the motion, Tom DeVoss second, to reimburse Jeff Grayson \$191.55 for expenses incurred with the COVID Cares Act Totes project. Motion passed with Jeff Grayson abstaining.
- The finance committee gave the board the results of its canvass of local banks for better interest rate returns for our current money market funds. The conclusion of the committee was that rates are universally low and it would not result in significant financial gain to move the funds at this time. A consensus was formed to leave the funds on deposit in our money market account at BMO Harris Bank.
- Jeff Grayson provided the annual review of authorized signers on the DHA bank accounts. Commissioners Edwards, Ziehr and Grayson have signing authority at BMO Harris Bank. Commissioners Edwards and Grayson and three employees of Allegiant Property Management have signing authority at Merchant's Bank.
- Cindy Knutson reported that DHA received an anonymous letter accusing named individuals of falsifying income information to the authority. Cindy explained the people accused are not clients of DHA, so no action needs to be taken.
- Cindy Knutson provided a flyer for the Wisconsin Association of Housing Authorities fall conference in Oshkosh. Chairman Edwards encouraged commissioners to consider attending all or part of the conference, particularly the session for commissioner training. Commissioners are to inform the board if they desire to attend at our August meeting and a vote will be taken on DHA coverage of expenses.
- Tom DeVoss made the motion, Gretta Stilson second, to approve the payment of an invoice from Allegiant Property Management of \$44.55 for expenses related to a mailing to our clients concerning an opening on our board. Motion passed unanimously.

- Jeff Grayson reported the City of Dodgeville is upgrading its website and each city organization will have its own landing page. Jeff is currently working to post all DHA agendas, minutes and policies to the page. Eventually included will be pictures of the commissioners with term expiration dates and a link to Allegiant. Jeff is to be thanked for his work on this project.
- Similarly, Cindy Knutson reported that Allegiant is working on a landing page for DHA on its website.

The following was reviewed under Old Business:

- Terry Edwards reported that four clients have expressed interest in serving on our board. The board formed a consensus to ask all four to provide a letter to DHA with a brief biography, including how long they have been clients of DHA, and stating why they would like to serve on the board. From these letters Commissioners Gretta Stilson and Tom DeVoss will make their recommendation on who we should choose at our August meeting.
- Cindy Knutson reported that four clients took advantage of the second chance letter for the COVID Cares Act project, and received a tote.
- Jeff Grayson reported that he and John Ziehr had a conversation with Dale Klemme and Lori Bekkum of the Community Development Alternatives, Inc., (CDAI) in Crawford County, concerning their expertise in managing a rental rehabilitation program for landlords. It was determined that a partnership with CDAI would not be a good fit. Jeff Grayson has reached out to Wally Orzechowski of Southwestern Wisconsin Community Action Program for possible assistance, but a meeting has not yet been arranged.
- Terry Edwards reported that drafts of thank you letters to former commissioners Jeff Starr and Elsa Greene are in the hands of Mayor Novak and should be mailed prior to our next meeting.

The next meeting of DHA will be held Wednesday, August 18 at 10:00 a.m. at Dodgeville City Hall, with a Zoom option available. There being no further business, Tom DeVoss made the motion, Jeff Grayson second, to adjourn the meeting at 10:45 a.m. Motion passed unanimously.

Respectfully submitted,

Terry Edwards, Acting Secretary